



DEPARTMENT OF REAL ESTATE  
DEPARTMENTAL PROMOTIONAL EXAMINATION  
GENERAL AUDITOR II

CALIFORNIA STATE GOVERNMENT – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DOMESTIC PARTNERSHIP, MEDICAL CONDITION, PHYSICAL DISABILITY, MENTAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE	Continuous Filing
FILING INSTRUCTIONS	All applicants must submit an Examination and/or Employment Application (Form Std. 678) which must be <b>postmarked</b> no later than the application cut off date. Applications postmarked, personally delivered or received via interoffice mail after the application cut off date will not be accepted for any reason.
WHERE TO APPLY	DEPARTMENT OF REAL ESTATE P.O. BOX 187000 Attn: MC SACRAMENTO, CA 95818-7000 Testing Information: (916) 227-0802
	<b><u>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</u></b>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Examination and/or Employment Application.” You will be contacted to make specific arrangements.
SALARY RANGE	<b>\$3715 - \$4516</b>
ELIGIBILITY REQUIREMENTS	Applicants must have a permanent civil service appointment with the Department of Real Estate or meet the criteria outlined in State Personnel Board Rules 234 or 235 as of application cut off date of September 11, 2007 in order to compete in this examination.
MINIMUM QUALIFICATIONS	<p>All applicants must meet the education and/or experience requirements for this examination by the final filing date. <b>NOTE:</b> <i>All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service class titles and duties. Applications/resumes received without this information may be rejected.</i></p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", "Or II," "Or III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p><b><u>Either I</u></b> <b>Experience:</b></p> <p>One year of experience in the California State service performing accounting or auditing duties of a class equivalent in level to that of Accountant Trainee or Auditor I. (Applicants meeting the education requirements who have completed six months of service performing professional accounting or auditing duties of a class equivalent in level to that of an Accountant Trainee or Auditor I will admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)</p> <p><b><u>Or II</u></b></p> <p>One year of experience in the California state service performing the duties of an Accountant I; or two years of increasingly responsible professional accounting or auditing experience</p> <p><b><u>And</u></b></p> <p><b><u>Education: Either</u></b></p> <p>1. Equivalent to graduation from college, with a specialization in accounting;</p> <p><b><u>Or</u></b></p> <p>2. Completion of either:</p> <p>a. prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law; <b><u>or</u></b></p> <p>b. The equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, cost accounting, and business law.</p> <p><b><u>NOTE: Applications must contain the following information on all accounting, auditing, business law, and related courses completed:</u></b></p> <p><b><u>Title; semester or quarter credits; name of institution; and completion date.</u></b></p> <p><b>Special Requirements - Ability to qualify for a fidelity bond. Willingness to travel and work away from the headquarters office.</b></p>

POSITION DESCRIPTION	Positions are located in Fresno, Los Angeles, Oakland, Sacramento, and San Diego.
EXAM INFORMATION	<p>This examination will consist of a pre-exposed exercise and an oral interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.</p> <p><b>CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p> <p><b>Scope:</b></p> <p><b>Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Accounting and auditing principles and procedures and applying them in the work performed.</li><li>2. Business Law.</li></ol> <p><b>Ability to:</b></p> <ol style="list-style-type: none"><li>1. Apply accounting and auditing principles and procedures in work performed.</li><li>2. Conduct a variety of audits of accounts and records.</li><li>3. Analyze data and draw sound conclusions.</li><li>4. Analyze situations accurately and adopt an effective course of action.</li><li>5. Prepare clear, complete, and concise reports.</li><li>6. Establish and maintain cooperative relations with those contacted in the work force.</li><li>7. Speak and write effectively.</li></ol>
ELIGIBLE LIST INFORMATION	A department promotional eligible list will be established for the Department of Real Estate. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
VETERANS PREFERENCE	Veterans Preference credit is not granted in promotional examinations.

GENERAL INFORMATION

**The Department of Real Estate reserves** the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**It is the candidate’s responsibility** to contact the Department of Real Estate Personnel Office three days prior to the written test date if he/she has not received his/her notice.

**For an examination without** a written feature it is the candidate’s responsibility to contact the Department of Real Estate Personnel Office three weeks after the application deadline if he/she has not received a progress notice.

**If a candidate’s notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available at the State Personnel Board**, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std 678) is accessible via the Internet at <http://www.spb.ca.gov>.

**If you meet the requirements stated** on the reverse, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by examination, regardless of date, must be used in the following order; 1) sub divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil services status and eligibility for promotional examination. These rules may be reviewed at departmental personnel offices or at the Information Center of the State Personnel Board.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level-work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.	
TDD: 1-800-735-2929	From Voice Phones: 1-800-735-2922